

Town of Florence Parks & Recreation Special Event Vendor Application

Date: _____ Organization/Group Name: _____

Are you a non-profit* or for-profit organization? _____ Contact Name: _____

*You must be able to prove non-profit status.

Contact Number: _____ Email address: _____

Mailing Address: _____

Name and Date of Special Event (i.e. Halloween Carnival, Christmas on Main, Fishing Derby, July 4th, tournaments, etc.): _____

Description of Items to Be Sold: _____

VENDOR RULES AND REQUIREMENTS (PLEASE READ CAREFULLY)

1. First, vendors must complete this form and obtain approval by the Parks and Recreation Department.
2. Food vendors must also obtain a vending permit issued by the Pinal County Division of Environmental Health. You must submit the Application for Temporary Event Food Booth to the Parks and Recreation Department with a \$25.00 money order made payable to Pinal County Health Department. **IT IS YOUR RESPONSIBILITY TO CONTACT THE HEALTH DEPARTMENT TO FIND OUT THE DETAILS AND REQUIREMENTS FOR YOUR BOOTH. You must also follow the rules and health standards established by the Pinal County Health Department as described in your packet. This must be submitted a minimum of two weeks prior to the event. The Parks and Recreation Department will then submit your packet and payment to the Health Department.**
3. Vendors must complete a Special Event Vendor Application and return it to the Town Clerk's Office at Town Hall. **The fee for this application is \$10.00 and must be paid to the Town Clerk located at 775 N. Main Street.**
 - a. If you a non-profit organization or crafter, the \$10.00 fee may be waived by the Clerk's Office. You must submit a 501-C3 form along with this packet if this applies to you. You must also complete an Exemption Application through the Town Clerk's Office listing your reason for the exemption. These forms must be approved by the Town Clerk's Office.
4. Vendors will be assigned a space ahead of time, or in some cases, on the night of the event. There will be no changes of space location, unless authorized by our department.
5. Vendors are restricted to a 10 x 10 size space.
6. Vendors must provide their own equipment including tables, canopies, etc.
7. Vendors must provide their own electricity by generator (if needed).
8. Vendors are required to keep booth and surrounding areas clean and clear throughout event.
9. Vendors will not be allowed to dump grease used for cooking on the grass.
10. Novelty vendors are not allowed to sell messy items such as stink bombs, poppers, etc.
11. Vendors will act in a professional manner and notify us of problems concerning the public.

Please state any additional requests to our Department (subject to approval): _____

***Sign below that you have read and completely understand the rules and procedures listed on this form:**

Signature: _____ **Date:** _____

***If approved, you will receive an approved copy of this form in the mail. Please bring it with you on the night of the event.**

For Department Use Only: Permit Approved: Yes No Date Approved: _____

Approved by (PRINT): _____ Signature Approval: _____

Special Requests Approved (list): _____

**Town of Florence Parks & Recreation
133 N. Main Street, P.O. Box 2670, Florence, AZ 85132
Ph: (520) 868-7589/ Fax: (520) 868-7591**